

## Autumn Census 2016 Full Upgrade and Setup

Please follow these instructions to run a setup on your data.

To complete this you will need to follow the instructions below and download the PASAPP Upgrade from our website (Full Upgrade 9.8.0 or later) under the support area to ensure all new functions are available. Your IT Company will also be able to do this on your behalf.

- Log into Pasapp and run a backup of your data via PASAPP > Dinners > Backup Data.
- Close all WS products and make sure everyone is logged out of all WSData programs including Pasapp / Finance / School Workforce / Web Services / P4.
- Go to our website <http://www.wautonsamuel.co.uk/support.html> and download the PASAPP Full Upgrade 9.8.0.
- Once downloaded, log into Pasapp but **do not press Enter** – instead hold down the Shift key and press the Enter key. Go to file > close database > then select open file.
- Go to My Computer / C drive / Program Files / WS Products / PASAPP and double click on the wssetup.mde (this is dated 06/09/2016 or later). If you are unable to find Program Files it could be Program Files (x86) depending on where your WS Products folder is.
- This will open a new screen where you will need to find and select your wsdata.mdb file, double click this and your setup will start to run.
- Once this has completed, it will give you an information box confirming the setup has run, click OK and the system will now close your PASAPP. Log back in the normal way and click yes to the next information message.
- On your PASAPP screen click on the 'About' button this should read Version 9.8.0 and WS07/09/2016 or later.
- If you have any errors or issues following this set up, please call us immediately on 020 8318 1700.